

CITY OF CHICOPEE
WATER DEPARTMENT
115 Baskin Drive - Chicopee, MA. 01020
(413) 594-3420 - Fax (413) 594-3461

SECONDARY METER INSTALLATION – CONDENSED PROCEDURE

- 1) Obtain an application for a secondary meter from the Chicopee Water Department at 115 Baskin Drive.
- 2) Hire a licensed plumber to make the appropriate plumbing changes to allow for the secondary meter and related plumbing modifications. **The plumber must obtain a plumbing permit and have the plumbing inspector complete Section VII.**

ATTENTION PLUMBERS: Please see the attached example to insure proper plumbing changes.

- 3) Submit the application form to the Chicopee Water Department, include the following:
 - A. \$250 application fee. **(CHECK OR MONEY ORDER ONLY, CASH CANNOT BE ACCEPTED)**
 - B. Completed application form. **(With section VII signed by the plumbing inspector)**
 - C. Diagrams of proposed plumbing changes drawn by a licensed plumber on an 8½” x 11” paper or larger. Include the number and type of fixtures to be supplied through the secondary meter.

ATTENTION PLUMBERS: Please see the attached example to insure proper plumbing changes.

NOTE: All irrigation systems must have an appropriate backflow prevention device installed.

Ex: Watts-800, Febco-765, Wilkins-975XL, etc.

NOTE: All, new and existing, hose stations must have backflow prevention devices installed.

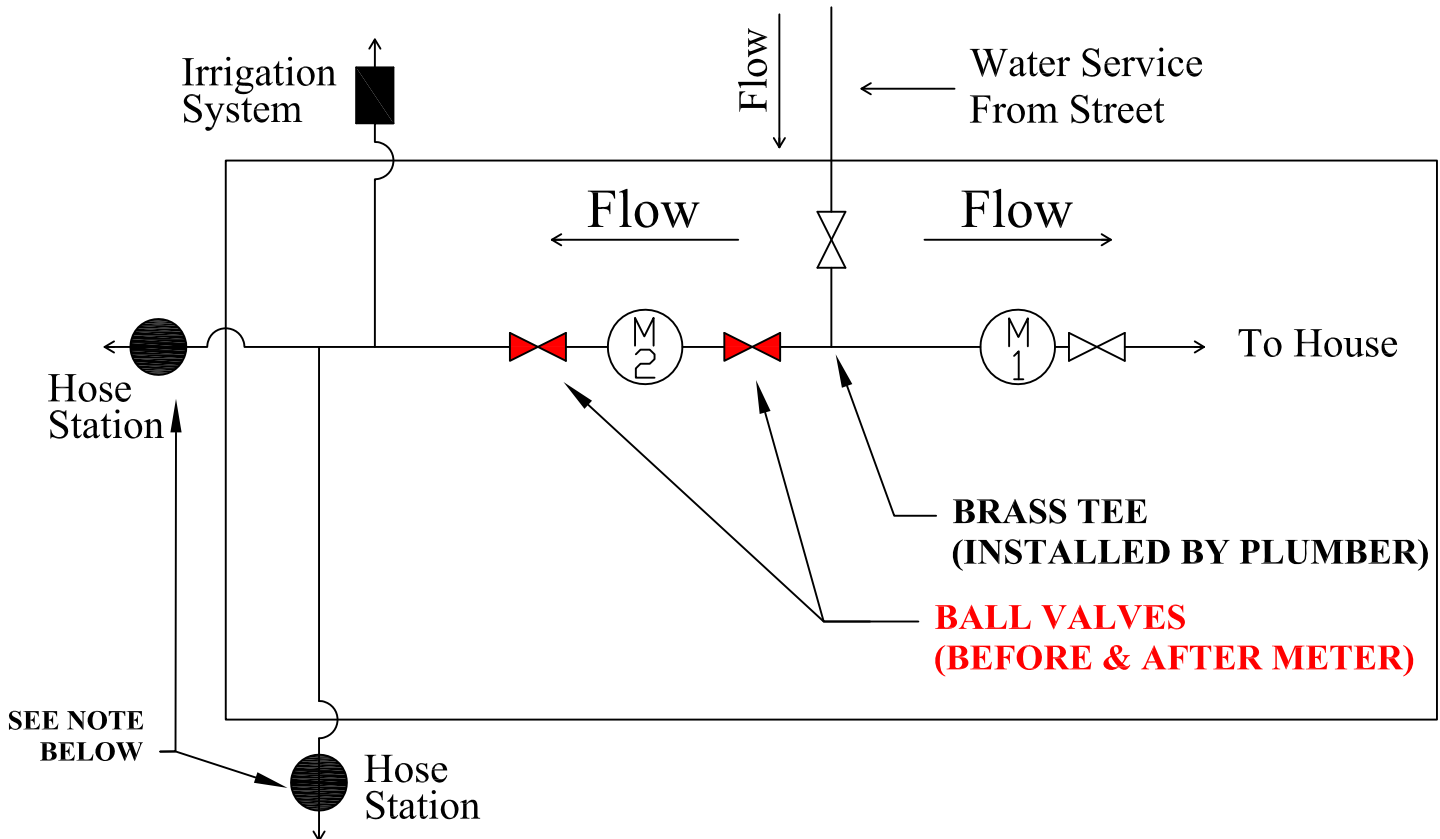
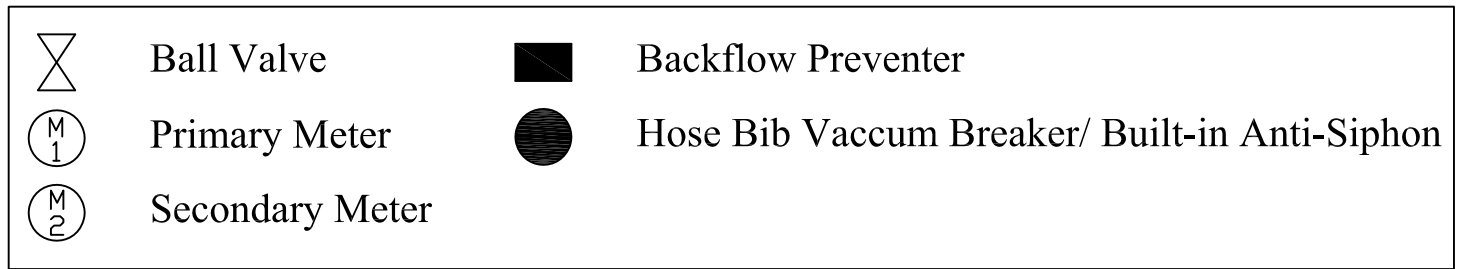
Ex: hose connection vacuum breakers or built-in anti-siphon models.

- 4) If the application is approved, the Chicopee Water Department will contact the plumber and inform him/her that the work can begin **(a 5/8 inch meter spacer will be provided at this point. Larger meters may be purchased, at cost, from the Chicopee Water Department)**
- 5) The plumber must contact the Chicopee Water Department upon completion so an inspection can be scheduled.
- 6) Once the final inspection is made, the meter will be installed and the appropriate changes in the billing program will be made by the personnel at the Chicopee Water Department to accommodate the secondary meter.
- 7) The Chicopee Water Department will have the right at any time to inspect the installation, at our discretion. Failure to allow representatives of the Chicopee Water Department access to the secondary meter will automatically disallow the use of the secondary meter.

NOTE: If the installation is for applications other than residential, the proposed plan must be submitted to the Waste Water Treatment Plant for check-off. (Section VI on the application form)

NOTE: A permit from the Chicopee Water Department must be obtained if a reduced pressure or double check valve assembly device is required. A \$100.00 fee is required for this permit.

SECONDARY METER PLAN (EXAMPLE)



- * Meters must have separate flows from the main water service (**see example above**)
- * Ball valves must be installed before and after the secondary meter (**see example above**)
- * All backflow prevention devices must be approved for use in Massachusetts.
- * Irrigation system must have appropriate backflow device.
Ex: All PVBS' must be a minimum of 12" ABOVE the highest sprinkler head.
- * All new and existing hose stations must have backflow prevention devices installed.
Ex: Hose Bibb Vacuum Breakers or built in Anti-Siphon model(s).
- * Secondary meter line must be color coded with blue bands every 25' or at points where the piping passes through walls, ceilings or floors. (even if less than 25')
- * All materials and devices must meet the City of Chicopee construction standards and State specifications.

CHICOPEE WATER DEPARTMENT
APPLICATION FOR A SECONDARY METER INSTALLATION

DATE OF APPLICATION: _____ APPLICATION FEE: YES ☐ NO ☐

Note: If application fee (\$250.00) is not included along with the Application, the Application will not be processed.

SECTION I: TYPE OF INSTALLATION (Check one)

Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Public ☐ Other ☐

SECTION II: LOCATION OF PROPOSED SECONDARY METER APPLICATION

NAME: _____ TELEPHONE #: _____

ADDRESS: _____

SECTION III: BILLING ADDRESS (If different from meter location)

NAME: _____ TELEPHONE #: _____

ADDRESS: _____

SECTION IV: METER INSTALLATION DETAILS (Filled out by Plumbing Contractor)

***ATTENTION PLUMBERS:** Please see the example sheet (page2) to insure proper plumbing changes.

NAME: _____ Telephone #: _____

LICENSE #: _____ EXPIRATION DATE: _____

FIXTURES & DESCRIPTION: _____

***ATTENTION PLUMBERS:** Please see the example sheet (page2) to insure proper plumbing changes.

SECTION V: FOR WATER DEPARTMENT OFFICE USE ONLY

EXISTING ACCOUNT #: _____ SERVICE SIZE: _____ METER SIZE: _____

DIAGRAMS INCLUDED (Signed by Plumber): YES ☐ NO ☐

BACKFLOW DEVICE REQUIRED: YES ☐ NO ☐ TYPE: _____

(Filled out by Cross Connection Coordinator)

INSTALLATION APPROVED: YES ☐ NO ☐ DATE: _____

SIGNED: _____

INSPECTOR

SECTION VI: SIGN-OFF BY SEWER DEPARTMENT (If applicable)

SIGNED: _____

CHIEF OPERATOR W.W.T.P.

**CHICOPEE WATER DEPARTMENT
APPLICATION FOR A SECONDARY METER INSTALLATION**

SECTION VII: TO BE FILLED OUT BY PLUMBING INSPECTOR

PLANS/INSTALLATION REVIEWED: YES ☐ NO ☐ APPROVED: YES ☐ NO ☐

PERMIT ISSUED: YES ☐ NO ☐ PERMIT #: _____ DATE: _____

SIGNED: _____

CITY OF CHICOPEE, BUILDING DEPARTMENT-PLUMBING INSPECTOR

SECTION VIII: TO BE FILLED OUT BY WATER DEPARTMENT PERSONNEL

A: METER DIVISION - LOCATION OF METER MEETS SPECIFICATIONS: YES ☐ NO ☐

TYPE OF METER MEETS SPECIFICATIONS: YES ☐ NO ☐

SIGNED: _____

WATER METER INSTALLER

B: CROSS CONNECTIONS – INSTALLATION MEETS REGULATIONS: YES ☐ NO ☐

SIGNED: _____

INSPECTOR

**IF ALL REQUIREMENTS OF THE SECONDARY METER INSTALLATION HAVE BEEN
MET, THEN INSTALLATION CAN PROCEED.**

SECTION IX: TO BE FILLED OUT BY WATER DEPARTMENT STAFF

PAYMENT FOR INSTALLATION MADE: YES ☐ NO ☐

AMOUNT OF PAYMENT: _____

RECEIVED BY (Signed): _____

**IF PAYMENT HAS BEEN MADE, THEN THE APPROPRIATE CHANGES IN THE
COMPUTER BILLING PROGRAM CAN BE MADE.**

SECTION X: FINAL APPROVAL

I CERTIFY THAT ALL APPLICABLE POLICY REQUIREMENTS HAVE BEEN MET AND THE
SECONDARY METER READING MAY BE INCLUDED IN THE NORMAL BILLING CYCLE.

SIGNED: _____ DATE: _____

WATER SUPERINTENDENT

REVISED: October 3, 2012